

## **Directorate of Resource Management**

### Frequently Asked Questions

Q--Who can submit suggestions to the ASP Program?

A-- All members of the Army community, and other concerned with the welfare of both the Army and the Nation are eligible to submit ideas.

Q-- How can I submit a suggestion?

A-- Preferably, suggestions are submitted on DA Form 1045 to:

Directorate of Resource Management

US Army Garrison Franconia

Unit 26622, ATTN: ASP Coordinator

APO AE 09244

However, suggestions can be submitted via Email to: ASP Coordinator.

Q-- What is the purpose of the suggestion program?








A-- The purpose of the program is to improve morale by providing individuals with the opportunity to voluntarily take part in the improvement of operations and the quality of life within the Army. Any suggestion that result in streamlined processes, higher quality products, increased safety, or save organizations time and/or money is accepted.

Q-- What can the suggestion program do for me?

A-- The suggestion program makes the leadership aware of the changes needed. It could help to improve an office operation/process or get me the right tools to be able to do a better job.

Q-- What type of suggestions apply to the ASP Program?

A--The ASP program is looking for ideas that are beneficial to the government in:

-  Accomplishing a job better, faster, or cheaper.
-  Improving or simplifying a procedure, operation, method, layout or organization.
-  Increasing productivity.
-  Conserving material or property.
-  Promoting health or improving working conditions.
-  Greatly reducing likelihood of serious incidents.
-  Improving morale with regard to personnel policy, practices, services, or on-post facilities.

Q-- What type of suggestions apply to the Supply and Maintenance Assessment and Review Team (SMART) Program?

A-- Any suggestions that relate to saving money in supply or maintenance can be submitted to the SMART Program.

Q-- Aren't the Army Suggestion Program (ASP) and the SMART Program the same thing?

A-- No! ASP is geared mainly toward local post-level suggestions. SMART is devoted to suggestions that have an Army-wide impact on supply and maintenance. The only place ASP and SMART interface is in the processing of awards. Your local ASP coordinator will process the paperwork for you to receive your award if approved.

Q-- Can't I submit a SMART suggestion through ASP?

A-- Yes you can, but it is not advised. It will normally take considerably longer to get a response through ASP than if you submitted it directly to the SMART Program.

Q-- How long do I have to wait for a reply to my suggestion?

A-- The average response time is 30 to 60 days back to the suggester on an idea that was locally evaluated. However, there are exceptions. Several things impact the response time i.e., number of suggestions at a single evaluating agency, research required to evaluate suggestion, redirecting suggestions to other agencies for additional input, etc.

Q-- Can you give us some tips on what suggesters should do before submitting their paperwork?

A-- Clearly, state the problem and a proposed solution. Do a little research before putting the proposal together. Be sure to include all relevant enclosures, photographs, diagrams, etc. Complaints that do not offer a workable solution to problem will not be accepted as an eligible suggestion.

Q-- How much is my award going to be for my suggestion, if approved?

A-- Your award is based on a percentage of the total savings to the Army as calculated in AR 5-17. Generally, recommended awards for savings up to \$10,000 are 10% of the savings. For example, if your suggestion saves the Army \$5,000, your recommended award would be \$500. Awards for savings over \$10,000 are calculated based on the amount of savings. Again, these awards are "recommended" by the evaluator. The actual award amount is determined by the available funding at your local level.

Q-- Can someone steal my suggestion after I have submitted it and then get the award if approved?

A-- No. Once your suggestion has been submitted, it is logged into the database and assigned a suggestion number. An acknowledgement letter with a copy of the suggestion will be returned to you with your suggestion number signifying acceptance into the Program. You then have priority on that suggestion and duplicate suggestions will be returned to the initiators.

Q-- Do I have any recourse if I am not satisfied with the evaluation?

A-- Yes. You have 60 days from the time your response is mailed back to you to notify the ASP coordinator that you would like a re-evaluation of your suggestion. At that time you may send additional information that may assist the evaluator in re-evaluating your suggestion.

Q-- Can I anonymously submit my suggestion?

A-- Your name and personal data will not be given to the evaluator.